

UGC HAS REVIEWED.

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Chief, Management Branch

14 May 1948

Chief, Budget and Finance Branch

Draft of proposed instruction covering Time, Leave and Pay

1. The subject draft is concurred in by this Branch with the understanding that consideration will be given to the following proposed corrections or changes:

a. In subparagraph 4.d.(1)(c) on page 3, the word affected should be changed to "afflicted".

b. In subparagraph e. on page 7, the word monies should be changed to "fees" inasmuch as subsistence and per diem expenses which might be received by an employee on court leave would not be reimbursable to the U. S. Government.

c. It is suggested that a sentence be added under Section 13 "Leave Balances" reading as follows: All employees will channelize their requests through the applicable Time and Attendance Clerk and should submit such requests in writing.

d. In connection with Section 14, "Overtime" as set forth on page 8, it is recommended that the limitations on grades be eliminated. Numerous exceptions in the past have been made and the current need for personnel as related to funds is such that it would appear to be more appropriate to permit higher grade employees to perform overtime under the same authority as those employees in grades up to and including P-3 and CAF-9. It is to be noted that the elimination of this grade restriction would be more in line with the authorities granted to the Chiefs of Missions or Bureaus located outside the continental United States.

e. Under Section 15, "Holidays" appearing on page 9 of the draft, the word "overtime" located at the end of the third line should be corrected to read "holiday" and there should be added to the end of this sentence the words "-----not to exceed 8 hours". Overtime rates are different than holiday rates and the holiday rate can only be paid for the normal work period of 8 hours.

2. While it is not considered absolutely essential, it would appear to be preferable for the purpose of providing adequate authority in writing, for Section 14 on page 8 to include the Chief, Budget and Finance Branch in addition to the Chief, Budget Division as an appropriate authority to approve the request for approval of overtime, Form 32-3.

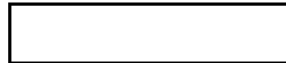
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*Budget + Fiscal
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3. This office is most anxious to have the proposed instruction issued and will be glad to render any further assistance necessary in order to expedite any additional work which might be required.

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cc: Fiscal
Budget
w/draft

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